



APPLICATION INSTRUCTIONS

Part I: Applicant Information

- A. SAU or Municipality** – the name of the CSD, SAD, Union or municipal unit of school governance, which owns the building for which funds will be used.
- B. School Name and Address** – the name and street address of the specific school for which funds will be used.
- C. Project Contact Person and Title** – the name and title of the person from the district whom the Department will contact with progress reports, requests for additional information, and to arrange site visits.
- D. Project Contact Address** – the address of the Project Contact Person listed in item C above.
- E. Project Contact Phone/e-mail** – the telephone number and e-mail address of the Project Contact Person named in item C above.
- F. Person or organization completing application** – the name and title of the person who is actually assembling the information and filling out this application on behalf of the district.
- G. Signature of Superintendent and Date** – by signing here the Superintendent is certifying that the local School Board has approved both the project for which this application is being submitted and the submission of this application. See Sample 1 of possible Board actions.

Part II: Facility Information

- A.** Enter the year of original construction of the building here.
- B.** Enter the years of all additions or major renovations (greater than 20% of replacement value) here.
- C.** Enter the total number of educational facilities (schools) in this district here. If this facility belongs to a School Union, write only the number of school facilities in the municipality in which the school is located.
- D.** Enter the grade levels that are served in this school facility.
- E.** Enter the current enrollment in the district followed by the enrollment of the building for which application is being made. If this school is part of a School Union, please give information for the municipality that owns the building.

- F. Enter the enrollment capacity for the district followed by the enrollment capacity of the building for which application is being made. If this school is part of a School Union, please give information for the municipality that owns the building.
- G. Enter the educational uses of the areas impacted by the problem(s) for which application is being made.
- H. Enter the use on a daily basis (student) of the space(s) (listed in item G above) impacted by the problem(s) for which application is being made.
- I. Enter the total square feet of floor area in this building.
- J. Enter the total roof area of this building.
- K. Enter the total ground coverage (footprint) of this building.
- L. Enter the area (in square feet) that is impacted by the problem(s) for which application is being made.
- M. Enter the size of the existing site in acres (ac) or square feet (sq. ft.).
- N. Describe the source and/or type of utilities.
- N. Enter the date (month and year) you expect to begin and complete the work for which this application is being made. Circle “yes” if this project will be done in phases or “no” if no phasing is anticipated.

Part III: Type of Application

Check the boxes corresponding to the types of work for which you are making application(s).

A separate application should be submitted for each kind of work project. All of the work that is independent of a stated problem should be addressed under a different application(s). All work, which is part of the solution to a stated problem, should be covered by a single application. If your project covers several problems, choose the most dominant aspect of the problem or submit multiple applications for various aspects of the project.

Supporting documentation, which is common to several applications for one building, such as enrollment data and district-wide educational facilities studies, may be submitted each calendar year for multiple projects in a single building and clearly referenced to all of the projects for that building.

Collection of relevant data and supporting materials is an ongoing process until a project is approved for funding. You should continue to submit additional or new materials until the Department approves the project. However, be aware that one year from the date of initial application, applications, which remain incomplete, will lapse and a new application will have to be submitted.

“Other” Projects are those that are serious health and safety issues not covered by the four categories listed.

Part IV: Project Information: Answer A. through G

- A. Explain how student displacement, if any, will be accommodated by this project.

The following questions ask for explanations about funding issues:

- B. State if the district plans to do this project on the schedule indicated above if funds are not immediately available from the Revolving Renovation Fund.

If the answer is “no”, please state the district’s rationale for postponing this project and the potential impact resulting from a delay.

If the answer is “yes”, please state how you plan to finance this project.

- C. Explain how the district plans to finance renovation costs in excess of any State allocation available.

The following questions provide background to help the Department understand this Project and how it affects the delivery of educational services in the district:

- D. Provide a short summary of how this facility fits into the long-range facility plans. Answer the question, “How long is this building going to be used for K-12 instructional purposes?” This summary will be elaborated by the district’s Long Term Educational Facilities Plan that is part of the supporting documentation provided with this application.
- E. Provide a short summary description of the Priority 1 or Priority 2 problem, its severity, and what corrective alternatives and actions have been taken to correct the problem.
- F. Provide a short summary of the impact of this Priority 1 or Priority 2 issue on the educational program in this building. Please cite specific examples of interruptions in the educational program and the impact of this problem on achieving Maine’s Learning Results.
- G. Provide a short summary of the proposed solution(s) to address the problem(s) stated in item “E” above. Include alternative actions considered and the reasons for selecting the proposed solution.

Part IV: Priority III: Preliminary Application: *NOT BEING ACCEPTED AT THIS TIME*

Answer Section 1 through 5 as completely and concisely as possible. You may use separate sheets but please **provide a tab to identify each section**. Answer the questions using information, materials and studies that you have. Do not include copies of reports, studies, etc. If the information is important and provides support/evidence for your application you should summarize the information and include it as part of your response to a section.

Required Supporting Materials:

All applications must include:

1. **Pages 1-4 of the Application:** completed and signed for Priority One and Two needs
Pages 1-5 of the Application: completed and signed for Priority Three needs
2. **10-Year Enrollment Analysis:** 5-year history and 5-year projected enrollment. The district can contract for this analysis or it can be produced “in house” using district data or information from the State Planning Office and the 2000 Census.
3. **School Board Authorization for Project and Application:** See Sample. The local school board must approve both the project for which application is being made and the application itself. A district can use any form it wishes as long as the required approvals are submitted. Board minutes that contain the necessary approvals are commonly used as this documentation.
4. **Project Budget Worksheet:** See Appendix D. This project budget worksheet must be filled out for all aspects of the project covered by this application for Priority One and Two projects. Due to the nature of Priority Three projects that will develop a solution in cooperation with the Department a project budget for Priority Three remodeling or small scale addition would be premature.
5. **Preliminary Architectural/Engineering Plans:** for Priority One and Two projects; plans, specifications and detailed construction cost estimates. This documentation should include any design work done for solutions to the problems being applied for from which project cost estimates have been derived. It should also include any specifications, bids or cost estimates developed by contractors or others in response to design documents. Remember to include estimates from the *Asbestos, Renovation / Demolition Impact Report* and the *Lead Paint Assessment*.
6. **Asbestos, Renovation/Demolition Impact Report:** report for the areas impacted by this project to document if asbestos-containing material (ACM) will be impacted by the project work. If the Asbestos Renovation/Demolition Impact Report determines that ACM will be impacted then the information required for Projects that Impact Asbestos Containing Material is also required for this application. This report will also detail how abatement, if necessary, will be carried out in the project area.

7. **Lead Paint Assessment:** areas impacted by this project will document if paint containing lead will be disturbed by the project work. If the assessment determines that lead paint will be impacted then additional information may be necessary.
8. **Building Facilities Maintenance Plan:** A Maintenance Plan is a plan developed for this building that describes the daily, weekly, monthly, annual, bi-annual and biennial tasks that are undertaken to care for this school facility. Supply a copy of the district's adopted Maintenance Plan that describes ongoing and future actions planned for regular upkeep of the facility. This Plan should include how the district accomplishes the regular upkeep and maintenance of the facility for which this application is being made. You may use the *Maine School Facilities Maintenance Plan (MeSFMP)* or its equivalent.
9. **10-Year Capital Renewal Plan:** A Capital Renewal Plan is a plan developed for this building that describes the schedule of replacement/renewal of capital building components as they reach their useful life expectancy or become ineffective for other reasons. Supply a copy of the district's adopted Capital Renewal Plan describing ongoing and future actions for capital renewal of their educational facilities. This plan should include how the district plans to accomplish the capital renewal of the facility for which application is being made for at least the next ten years. You may use information/reports from the *Capital Asset Management (CAM)* or its equivalent.
10. **Building Systems Functional Analysis:** Supply a copy for the building that provides an overview of the building's major components, such as electrical systems, HVAC systems, plumbing systems, etc., to determine to what degree these systems are operating at or near their designed capacity. Since all of these systems are interrelated it is necessary to do a comprehensive analysis of them to determine the overall condition of the building for which applications is being made. You may use information/reports from the *Capital Asset Management (CAM)* or its equivalent

In addition, please provide the following information that is specific for a selected type of project for which you have checked a project type on page three of the application.

Indoor Air Quality (IAQ) Projects: Attach your completed Indoor Air Quality Questionnaire and Checklist (Appendix A). Please be sure to supply the information, dates/history, and signature.

Roof Renovation Projects: For request for roof and roof structure projects provide a Structural Survey for the roof and roof structure for all roof areas identified in the application. A survey of the building's roof systems should document their existing condition including structural condition, compliance with BOCA 1999 Snow Load Standard, R-30 insulation compliance, roofing and flashing condition, and expected remaining life.

Projects that Impact Asbestos Containing Material:

- a. Asbestos Condition Report (AHERA 3-year re-inspection report). Submit the latest copy of the 3-year re-inspection of asbestos containing materials in the building for which application is being made. Please be advised this is not the same as the Asbestos, *Renovation / Demolition Impact Report* and that the AHERA 3-year re-inspection is not a complete report of asbestos containing material found in a facility.
- b. Maine Department of Environmental Protection verification of imminent health hazard to building occupants if one has been issued for this building.

ADA Compliance Project: A survey of compliance with American's with Disabilities Act. Identify non-compliant items and develop costs and schedule estimates to bring each identified item into compliance.

Other Projects: Provide documentation for other health and safety issues that include analysis of the problem as a health and safety issue, proposed solutions and cost of the proposed solutions. Please contact one of the Department of Education staff listed on the last page of the Application to determine if it is appropriate to make a Priority One Application for a project in the "Other" category.

Optional, but very helpful: Photos of the problem areas are very helpful in the Department of Education and the Bureau of General Services assessment of the project scope and severity.

Instructions for Appendix A – Indoor Air Quality and Checklist

Part I: Project Summary Description: The answer to this item will be similar to Part III, U, of the application located on page 3.

Part II: Project Questionnaire:

- A. Describe how the IAQ problem(s) for which this application is being made has been recognized. Be sure to include dates of notifications and supply documentation if available.
- B. Indicate the dates of any previous IAQ testing and include the results as supporting documentation with the application. It may be necessary to have additional IAQ testing done, but please wait for confirmation that additional testing is required. Various types and scopes of IAQ tests may be required by the Bureau of General Services to evaluate the application.
- C. As a Building System Functional Analysis is required with the application, answer, "yes" unless it has not been completed yet.
- D. As a Ten-Year Capital Replacement Plan is required with the application, answer, "yes" unless it has not been completed yet.
- E. Complete the checklist on page 3 Appendix A. Use additional pages if necessary to provide complete descriptions and explanations as necessary.

- F. Respond to the question “yes” or “no”. If you are not using the EPA *Tools for Schools*, it is recommended that you consider doing so.
- G. No response necessary.
- H. No response necessary.
- I. Refer to the Checklist on page 3 of Appendix A.

Instructions for Appendix B – Projects that Impact Asbestos-Containing Materials

Part I: Asbestos Condition Report

- A. Include with the supporting materials the latest 3-year Department of Environmental Protection asbestos re-inspection report.
- B. If potential health hazards are found then these should be detailed by a Certified Management Planner (DEP Certification).